



December 2013 Report

Presented at the January 14, 2014 Library Board Meeting

1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2013	35,279	3,398	18,948	57,625	774,215
2012	32,889	5,229	20,121	58,239	776,209
2011	37,215	4,469	19,940	61,624	769,083
2010	38,488	3,488	18,628	60,604	803,496
2009	36,941	3,734	19,158	59,833	794,652
2008	36,222	3,606	18,675	58,792	755,761
(2012-2013 +/-)					(-0.26%)

Self-Service checkouts:

	ITG#1	ITG#2	ITG#3	Total	% of Total
2013	10,645	9,298	4,325	24,268	42.1%
2012 (December)	11,343	9,613	3,855	24,811	42.6%
2011 (December)	11,614	10,506	3,935	26,055	42.2%

Library cards issued:

	Adult	Juv.	Sr.	Org.	Total
2013(December)	56	10	1	0	86
2012(December)	50	12	3	1	66
2011(December)	69	16	3	1	89

LINK holds in December:

	Loaned to LINK libraries	Borrowed from LINK libraries
2013	17,416	17,951
2012	17,183	17,016
2011	17,518	17,859

Miscellaneous: (December)

	ILL	Visits	Study rooms use
2013	49	23,616	595.5 hrs / 384 Bookings
2012	39	26,135	479.75 hrs / 307 bookings

Walk-in laptop WI-FI access sessions:


2013: 935
2012: 619
2011: 761


Fax Use:


55 users / 175 pages
68 users / 172 pages
52 users / 141 pages

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
12/2/2013	<u>Pajama Storytime - Bears</u> :	9
12/3/2013	<u>Felites Club</u> : This was the fifth and final session of our Felties workshop for 'tweens and teens. Evaluation: This series was a lot of fun, and it was wonderful to see participants' skills develop, especially in those who came every week. I enjoyed the change of scenery provided by the HAC, but holding a program there definitely has drawbacks.	6
12/3/2013	<u>Middleton Baby & Childcare 4K Visit</u> : Shared a storytime with 4K students, teachers, and families. Left information for families about the Growing WI Readers initiative and November/December program brochures.	30
12/4/2013	<u>Mixed-Age Storytime - Bears</u>	52
12/4/2013	 <p style="text-align: center;"><u>Kids Book Club</u></p>	10
12/4/2013	<u>Northside Elementary School Visit</u> : Visited two kindergarten and one first grade class during their library time and talked about our Kids Book Club. Evaluation: I was glad to visit with the kids today and let them know about our monthly book club. It's also nice to bring the library out to the community.	63
12/5/2013	<u>West Middleton Elementary School Visit</u> : Introduced myself to kindergarteners and 1st graders at West Middleton Elementary School. I also had the opportunity to booktalk some 2014 Caldecott contenders and let kids know about our upcoming Kids Book Clubs.	84
12/5/2013	<u>Teen Techno Minutes</u> : Sam and I assisted a patron who was interested in library audiobooks. Evaluation: Great session	2
12/6/2013	<u>3K Special Needs Visit</u> : Brought over snow/winter books for the class' new unit and shared one of the books with the children and teachers.	9
12/6/2013	<u>Bilingual Spanish-English Storytime</u> : Today's theme: circulo/circles. Books in Spanish and English. Songs and rhymes in Spanish. Shapes coloring activity.	28
12/7/2013	<u>Krafty Kids - Gingerbread</u> : Gingerbread themed crafts including a gingerbread house placemat, gingerbread ornament, gingerbread photo frame, gingerbread necklace, two sticker scenes, scratch-off	81

	gingerbread people, coloring pages. Evaluation: 81 brave crafters weathered the freezing temperatures for a cozy afternoon of gingerbread craft kits.	
		
12/9/2013	Elm Lawn School Visit	105
12/9/2013	Pajama Storytime - Snow : Evaluation: A nice and cozy group - perfect for a snowy December evening.	11
12/9/2013	Teen Advisory Committee : Special presentation by teen boy who would like to run a craft program for us this summer, discussion of other SRP program ideas, Doctor Who activities & the awesome sonic screwdriver, Author Skype this Wed, materials suggestions	3
12/10/2013	Northside Elementary School Visit	86
12/11/2013	Special Edition Storytime : Speech and occupational therapists from Communication Innovation presented a holiday storytime today. The storytime included 2 books, songs, flannel board participation, and an art activity. They also brought along information for parents and caregivers.	55
12/11/2013	Books & Brownies: Author Skype with Liz Fichera : Discussion of Hooked, video Skype visit with the author.	1
12/12/2013	Spa-aaah Night for teens : Showed group how to make lotions, lip balms, and scented sea salts. Masseur from the Knot Spot gave chair massages, scrapbook paper & labels available to label their products. Other recipes, info about ingredients, beauty books available.	16
12/13/2013	Bilingual Spanish-English Storytime : Today's theme: rojo/red. Books in Spanish and English. Songs and rhymes in Spanish. Shapes coloring activity.	28
12/13/2013	Middleton Preschool 4K Visit	10
12/13/2013	American Family Children's Hospital : Presented booktalks and booklists for Pre-K-Grade 2, Grade 2-6, and Grades 6&up.	3
12/14/2013	Techno Minutes : Gmail assistance	1
12/16/2013	YMCA Outreach Visit : I read The Smiley Snowman by M. Christina Butler, and we made snowman bookmarks by gluing together large cardstock circles I had pre-cut. On one side, we made smiling snowmen, and on the other, frowning snowmen.	32

12/16/2013	YMCA Outreach Visit	18
12/16/2013	YMCA Outreach Visit	23
12/16/2013	Read It and Eat Book Club : We discussed Sleeping Beauty: The One Who Took the Really Long Nap by Wendy Mass, and we designed our own sleep masks (on paper) and sewed mini pillows. I brought a bunch of different versions of Sleeping Beauty, and those were available for browsing and check-out. We read Peeping Beauty by Mary Jane Auch aloud together.	7
12/17/2013	Lunch Bunch: 7th grade : Discussion of "Marie Antoinette: Serial Killer".	6
12/17/2013	Lunch Bunch: 6th Grade : Discussion of "I'd tell you I love you, but then I'd have to kill you."	11
12/17/2013	Pooh Bear 4K Visit	14
12/20/2013	Techno Minutes : Overdrive on iPad	1
12/23/2013	Minute to Win It : We played 7 games in one-minute installments, and players then had the chance to play their favorites again, add to the challenges, or participate in "lightning rounds" of 30 seconds apiece.	24
12/27/2013	World of Robots : Short movie about robots followed by explanation of how robots need to be programmed, new things they are able to do (stability control so they can ride bikes on a tightrope), demonstration of two older kit robots, and one dog robot, one fighting robot.	75
12/27/2013	Techno Minutes	2
12/28/2013	<p>Rainbow Looms: Session I : This was a self-directed workshop style program. I taught beginners how to create basic single-strand Rainbow Loom bracelets, and I brought our 3 new ipads so that kids could look up Rainbow Loom videos on youtube. I limited enrollment to 30, but we had many people show up after seeing a post about the event on Hulafrog, where apparently no registration information was included. It's nice that Hulafrog is spreading the word about our programs, but it would be helpful if they passed along complete information. It wasn't an issue this time, but it easily could be.</p> 	59

12/28/2013	 Rainbow Looms: Session II	34
12/30/2013	Kids Yoga : Yoga for kids, K-grade 5. Jamie led kids with breathing exercises and through imagination, introduced the participants to various seating and standing yoga poses. The session ended with a yoga freeze dance and "shivasana". I had yoga books and dvds on display and almost all were checked out. We had 16 kids participating and 4 adults stayed to watch.	20
12/31/2013	December DIY "We love our pets" (DIY) : December Theme was I love my pet and activities - book title and "pet" matching, describe your dream pet, coloring pages, guessing jar with dog treats in it, and bring in a picture of your pet. 8 staff members submitted pictures to get the ball rolling.	69
	Number of Programs / Total Attendance	
	Children's	28 / 1045
	Teens	5 / 37
	Adults	4 / 6
	Grand Total	37 / 1088
	DIY/Passive Program Total	1 / 69

3. LIBRARY EXHIBITS

Exhibit Case	Art Railing
Isa Wipperfurth's	Donna Miller & 4 others
Barbie Doll Collection	Oil paintings

4. STAFF DEVELOPMENT & INVOLVEMENT OPPORTUNITIES


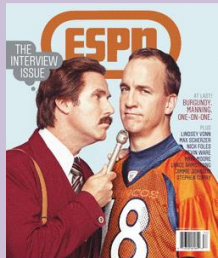
Date	Staff	Title
12/3/2013	Amanda	YALSA Selection Committee Orientation : I was recently appointed to YALSA's Best Fiction for Young Adults committee; this orientation webinar covered details of committee expectations.
12/8/2013	Pamela	WLA Leadership Development Taskforce : I was invited to serve on the new Executive Director's taskforce to develop a leadership institute for WLA members.

12/10/2013	Amanda	City of Middleton Wellness Committee Meeting : We discussed the creation of a wellness newsletter and the possibility of hosting a nutrition specialist as a speaker.
12/19/2013	Amanda	WLA YSS Board Meeting : The Youth Services Section Board of the Wisconsin Library Association met to discuss a sudden vacancy.

5. DIRECTOR'S REPORT

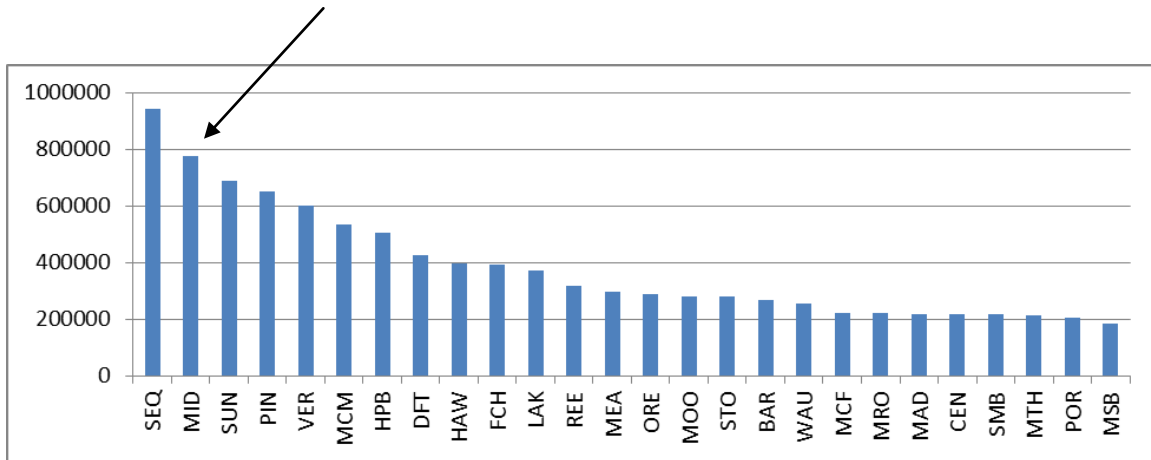
I want to extend my sincere gratitude to the members of library board for making 2013 an amazing year at the Library. Your thoughtful consideration, enthusiasm and willingness to entertain innovative methods of delivering library service have empowered staff to move forward with new endeavors

Secondly, I wish to congratulate the staff. I have complete admiration for our talented, diverse, dedicated and skilled library staff. It's great to see departments collaborating on projects and mutual respect among the membership, all working to provide stellar public service. To our generous library volunteers, we wouldn't have the programs and services we're able to offer if it were not for their time and devotion. I'm inspired by the people who work and visit the Middleton Public Library on a daily basis!

<p style="text-align: center;"><u>In 2013:</u></p>  <ul style="list-style-type: none"> • <i>We added digital magazine service</i> • <i>Increased database use</i> • <i>Expanded multigenerational programming</i> • <i>Focused on outreach services</i> • <i>Updated our HVAC controller system</i> 	<p><u>New Zinio titles in 2014:</u></p> <ul style="list-style-type: none"> ➤ <i>Astronomy</i> ➤ <i>ESPN</i> ➤ <i>Home Theater</i> ➤ <i>Macworld</i> ➤ <i>PC World</i> ➤ <i>Popular Photography</i> 
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Total Circulation in 2013:

Middleton had the second highest total circulation in the South Central Library System (SCLS). The chart below includes only the top 25 libraries in SCLS.



6. LIBRARIANS' REPORTS

Patrick Williams, Head of Information Technology

In 2013 there were several redesigns in the IT department. A new server was set up to host the public facing events & schedule databases and website. Two different content management systems were tried out, Drupal and DNN; with the latter used to create the main public website. The system uses web browser based logon and editing tools to maintain the site.

The staff utility page was also updated to work alongside the new public site. It also serves as a repository of photos, daybooks, staff schedules, directories, pertinent links, meeting and studyroom schedules, and tools for requesting vacation/sick leave, sending notes and filing various reports.

Our newsletter, The Bookworm, was also given a bit of a facelift. It serves as a good summary and overview of events at the library, as well as a printed outlet for news and other goings-on at the library.

The library was also connected to the Metropolitan Unified Fiber Network (MUFN), allowing for speedier Internet access for both patrons and staff. Our router uses this connection, along with TDS and Charter services for Internet, phone and outgoing email; choosing the best ISP based on bandwidth needs per connection.

The upper and lower level express stations have been re-imaged with a new Windows 7 system. The menu application was also remade. The screens have the same events and information slideshow as the lobby display, and the website.

Rebecca Van Dan, Head of Young Adult Services

Looking back on everything accomplished in 2013, here are a few things that stand out for the Teen Department:

- We added 6 new Kindles for Books & Brownies
- Started a Lunch Bunch group at Kromrey
- Increased publicity (new initiatives: added email notification for West High School, Memorial High School, Waldorf, St. Ambrose, the new Youth Center, Middleton Rec Dept.; emailed history, art, & English teacher for subject-specific programs; attended two Kromrey Open Houses, added facebook event announcements and posts, Around Town articles, Beyond the Page online calendar entries, and made individual fliers and lobby slides for most teen programs, distributed them to area businesses like Menchies, Starbucks, and Culvers.)
- Our annual teen program survey had 117 responses (we used the responses to guide programming for the year.)
- We trained 11 new teen volunteers in 2013 and 4 new YS subs
- Filming of the library's Harlem Shake video
- Started a Twitter account for the library
- Replaced all the posters in Teen section with new ones in frames
- Teen Speakeasy program highlighted in WAPL's Communique newsletter

- Created a new Teen Website with Dickson’s help (and a new library website!)
- Attended WLA and an Online DigLit class
- Major weeding projects included the Spanish collection, Teen Fiction, and lower level Teen Non-Fiction
- Formed new partnerships with AFCH, Junior League of Madison, new Youth Center

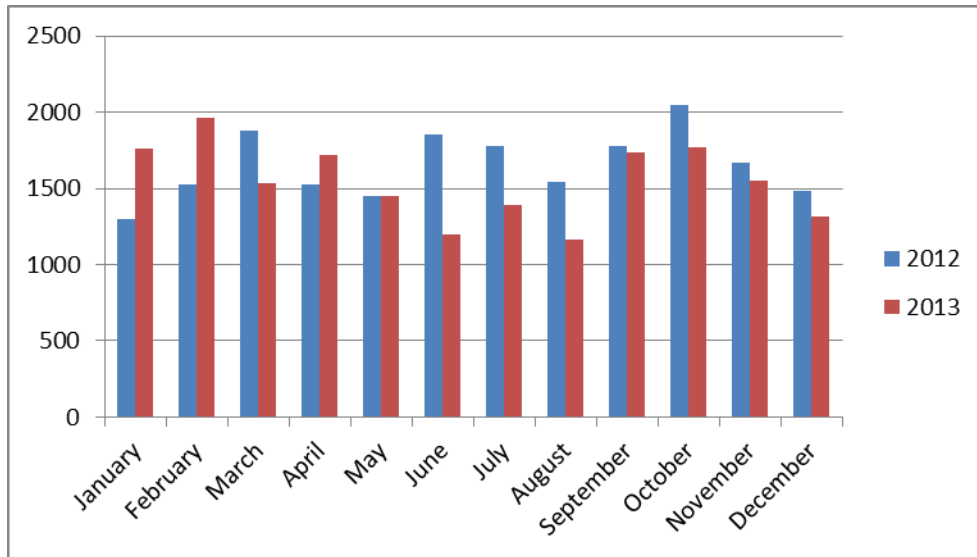
For programming, while the Pizza Taste Test and Movie Fest scored the highest in terms of what the teens would like to see again on the program survey, the Finale Picnic and our Pancake Breakfast with cartoons seemed to draw the most participants this year. The Multicultural Potluck, Zombie Apocalypse, and Minute to Win It programs were also popular, and we debuted some new programs this year like the Pottery Making class and the 1920s Speakeasy that seemed to spark a lot of enthusiasm.

Kathy Rausch, Sally Wood, and Sarah Goebel helped enormously this year with essential duties from checking in new books and reordering of damaged items to beautiful posters and displays and assisting with publicity measures. Our teen volunteers also were amazing in terms of helping with shelving and craft preparation tasks. We are very grateful for all their help in making things run so smoothly.

December displays: Holiday Books, Who will be your Printz? (Printz Award)

Sarah Hartman, Head of Technical Services
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While we didn’t place any new orders in December, we had plenty of new materials come in this month from November orders. We added 1,314 items, 294 of which were not already owned by other SCLS libraries. The following chart shows items added in



2012 and 2013. In all, we added 18,545 items in 2013, down from 19,825 items in 2012.

This month Jim, Brendan, and I met to discuss the Automatically Yours program from Baker & Taylor, through which we automatically purchase certain quantities of books by popular authors for our adult fiction and Serendipity collections. We adjusted quantities, added some new authors, and dropped some less popular authors to better meet patron needs in 2014.

December also saw the installation of a sink in the Technical Services work area. When Technical Services moved to the library's lower level, we lost our sink, so we are all thrilled to have it back. Not only does it provide filtered drinking water, it also gives us a place to wash our hands and tools that have become sticky with tape residue and glue.

In addition to selecting, ordering, acquiring, cataloging, and processing many new materials, here are some Technical Services highlights from 2013:

- Adding collection codes for Classics and Inspirational paperbacks;
- Getting six new Koha reports to help clean up problems with our items in the catalog;
- Working on many weeding and relabeling projects in various library collections, including adding new music genres (world music and rap/hip-hop);

- Moving to a bi-weekly ordering schedule for smoother workflow and to be more responsive to patron needs;
- Cataloging and processing unique items like Rainbow Looms, American Girl Discovery Packs, and Kindles for the teen book discussions;
- Serving on SCLS committees (CMC and PAC); and
- Attending the WLA conference in Green Bay and taking advantage of other continuing education opportunities.

One of the biggest successes of the year was the creation of a Social Media Committee. Jason Boak, who has done an amazing job heading up this committee, had this to say about 2013:

“During 2013 staff started an intensive effort to establish a stronger social media presence for the library. Social media provides a great opportunity to connect and engage with our patrons. As part of this initiative we started a social media committee so that staff could share ideas for projects and ideas that would help us meet these goals. Social media committee member have spent time and effort educating themselves about social media and researching what successful users of social media in a library environment are doing. All of this has helped us bring the Middleton Public Library experience to people wherever they may be regardless of whether or not they are inside its doors.

“The results of this hard work have been satisfying. During the first 5 months of its existence this group has doubled our Facebook likes (now over 1,000), increased our Twitter followers by 9 times (now over 150), and resurrected Middleton Public Library’s YouTube page. Our staff has enjoyed the opportunity to promote the library while using their creativity and is excited about making connections with patrons through all of our social media platforms. The enthusiasm these efforts have engendered in staff and patrons alike has been gratifying. These are just a few of the good results we’re seeing from reaching out to our users on social media. Thanks in large part to this group the library is being marketed like never before.”

Finally, we couldn't have done so many great things this year without such a great staff. Kudos to all of our Technical Services staff and volunteers!

Svetha Hetzler, Head of Children's Services

2013 was an exciting year for programming which included consistent Saturday afternoon and Monday evening events. Both time offerings were well received and I was so pleased that we were able to bring in patrons that we don't typically see on weekday mornings. I was also very pleased to expand our outreach this year. Amanda Struckmeyer coordinated visits with American Family Children's Hospital. Our monthly booktalks and booklists represent materials for three different age groups (preschool – high school) and the teachers really appreciate our visits. I also had the opportunity to visit almost every Middleton 4K site for a total of 18 visits in November and December. Visiting the 4K classrooms was great way to bring the library to students that aren't able to come to our weekday morning storytimes. I also began monthly visits to Middleton's 3K Special Needs classroom this fall and continue to make my quarterly visits to Meriter's Mother-Baby Hour. We also visited schools in August and September for their "Back to School" events – another great opportunity to make library buttons and hand out library card applications to families.

Our summer reading program, the independent incentive program combined with literary, artistic, crafty, recreational, and scientific programs was well-rounded and diverse. With the emphasis on "STEAM" and "maker-space" types of events, we were able to continue bringing these types of events to patrons beyond the summer.

In 2013, I also developed partnerships with Communication Innovation, a private speech and occupational therapy center that visits libraries as part of their outreach. I also have worked with Jamie Gepner, a children's yoga instructor. Jamie provided yoga workshops for kids and parents during our storytime breaks. Both collaborations have been great opportunities and I will be working with both businesses in 2014.

I was able to attend early childhood and literacy workshops this fall and the SCLS Summer Reading workshop. I also enrolled in a six-week online course, "Digital

Literacy". I continued my work as chair of the SABA Committee and next year I will begin a two-year term on the Read On Wisconsin Advisory Committee. I also added a few more themes to our picture book collection for popular subjects. Patrons seem to really appreciate the ease in locating subject specific picture books.

Sally Wood and Sarah Goebel continued to offer their excellent support to the Youth Service team with their creative displays, signs, collection management, social media posts, and solid customer service.

Another proud and fun year at the Middleton Public Library!

Amanda Struckmeyer, Head of Youth Services

2013 has been a year full of exciting programs, community connections, and new innovations.

Programming highlights include a very popular Ninjago event, a series of Make-It Mondays based on STEAM (science, technology, engineering, art and math) principles, the continuation of our Read It and Eat book club for 'tweens, and several multigenerational programs, including Star Wars Origami and Kid Kits (creating materials for interactive early literacy play).

The Youth Services Department hired and trained four new substitutes. We're fortunate to have a very talented, ambitious group of substitutes in our department, who are all recent graduates of, or current students in, a graduate program in Library Science.

We began circulating Rainbow Looms from the Main Level Help Desk. These have been extremely popular and have brought to light the community's interest in borrowing supplies such as these. We're happy to have a chance to extend our makerspace initiative beyond the library walls!

Weeding and collection development in 'tween fiction (hardcover and paperback) is progressing really well. We continue to develop and weed our nonfiction collection, graphic novels, and software.

We are in the process of preparing three iPads for in-house circulation. This has been a big project, and we hope to have the devices ready for circulation by mid-January.

We have enjoyed an ongoing partnership with the YMCA of Dane County, as well as a new partnership with the American Family Children's Hospital School. Providing outreach to these organizations is a great service to our community. We also partnered with the new Hubbard Art Center by offering a series of 'tween programs in their studio space.

Our new website and display areas (slatwall endcaps) have attracted a lot of attention from patrons. The website upgrade provides an attractive, easier-to-navigate interface for the public. The display areas allow us to highlight books; many patrons choose books from our displays and comment on how much they appreciate them.

My continued involvement with the American Library Association meant attending conferences in Seattle and Chicago, as well as completing committee work in between conferences. As a member of the Wisconsin Library Association's Youth Services Section board, I took part in planning the WLA conference and the YSS pre-conference. This work was done virtually, as was meeting attendance.

I continued to serve as the liaison to the *Middleton Times-Tribune*, and as a reviewer for *School Library Journal*.

I truly appreciate all of the opportunities I've had as a member of the Middleton Public Library staff for the past five years. This is a wonderful team to be a part of, and we're fortunate to have enthusiastic patrons who see the value in what we do and the services we offer.

Jim Ramsey, Head of Adult Services

2013 marked my second full-year as Head of Adult Services, and I hope you'll agree that it was a very productive one for our department. This past year, we've offered dozens of adult programs, including numerous technology classes; provided high-quality reference service and on-the-spot ereader assistance at the reference desk; and maintained and improved our print collection while continuing to promote our growing collection of online resources. Some highlights from the year include:

- Expanded offerings of technology classes to include topics such as Microsoft Word software, social media, online photo editing, Craigslist, online media (music, movies, and ebooks), and digital photography.
- Offered practical and informative programs aimed at a variety of adult demographics on topics such as Alzheimer's disease, healthy eating, long-term care planning, personal organization, estate planning, Medicare, and college planning.
- Started a new book discussion group for 20-and 30-somethings called "Let's Talk About Texts." Library Assistant Rebecca Light deserves the majority of credit for this project, as she conceived of the original idea and has been instrumental in the planning and publicity for the group.
- Hosted free musical performances by Redefined, UW's co-ed a capella vocal group, and Count This Penny, a local folk/pop duo.
- Collaborated with Madison Public library to host the second annual Dane County Libraries Trivia Night at CUNA Mutual Credit Union. Over a dozen

- teams participated and helped bring us closer to our county-wide fund raising goal for the Beyond the Page Endowment.
- Hosted two humanities events funded entirely from the Beyond the Page Endowment: In February, a performance by Mixed Blood Theatre of the one-woman show “Daughters of Africa” in honor of Black History Month; and for Halloween, a radio-play adaptation of Shirley Jackson’s novel, *The Haunting of Hill House*.
 - Completed a major weeding and collection maintenance project involving the entire adult non-fiction collection, replacing worn books and filling gaps in the collection.
 - Created new display opportunities in the adult fiction collection, including face-out books at the end of each row and end-cap displays.
 - Brought in a high school-age student, Sam Smith, to provide one-on-one computer and technology assistance to some of our less-experienced users. Library Assistant Rebecca Light has played a lead role in training, scheduling, and supervising Sam.
 - For the second year in a row, we tied in an author visit during the summer with our Thursday morning adult book discussion. This year, it was Susanna Daniels, author of the award-winning novel *Stiltsville*, who spoke at the library shortly after the book group read her novel. Library Assistant Jenny Carr continues to do an excellent job developing and nurturing this large discussion group.
 - Expanded our social media presence with help from two staff members in particular: Library Assistant Jason Boak and Library Assistant Rebecca Light. Thanks to their energy and creativity, the library’s Facebook page is nearing 1,100 “likes,” our Twitter account (@midlibraryorg) has been resurrected, and the library’s Flickr stream is constantly being updated.
 - Provided over 700 items via Inter-Library Loan from libraries across the United States. Our Library Assistant Jenny Carr puts great effort into locating, ordering, and handling these hard-to-find items for our patrons.

Brendan Faherty, Head of Circulation Services

As we begin 2014, the Circulation department is busy checking in buckets and buckets of holds for our patrons. The combination of holiday closures and the extremely cold weather to start the year meant a lull for a few weeks, but now our volume has come back with a vengeance. In the three days following New Year's (Jan 2-4), we checked out over 9,000 items to Middleton patrons and on January 2 alone, we processed (returns + checkouts) over 11,000 items. So the Circulation staff has kept busy during the frosty first week of the year.

I have also gathered more data on the new location of the 3rd Self-Check machine, which is located behind the Open Holds shelves, making it more adjacent to the Children's area. As expected, the number of items per checkout has increased significantly. Though the number of patron sessions on that machine has dipped slightly, the overall usage is higher due to the higher checkout/session ratio:

	Total Circ	Total Sessions	Circ/Session
11/25-12/4 (Pre-move) (8 days)	1373	335	4.1
12/5-12/30 (Post-move) (24 days)	4016	635	6.3

While I expect this number to eventually decrease slightly, it definitely shows the benefit of locating a Self-Check closer to the Children's area, where patrons are more likely to check out large stacks of materials at one time. The move has also cleared up the congestion that frequently developed around the Circulation desk, making it easier to assist those patrons waiting to be helped by staff. Finally, our overall Self-Check circulation numbers have not suffered as a result of the move, as the other two machines are still being used just as frequently as they were before.

I have started a thorough weeding of both the Audiobook and the Large Print collections, as both collections are bursting at the seams on their respective shelves. Older and duplicate titles are being evaluated and removed, and some of the "New" titles are being shifted to the regular shelves, which creates more space for brand new titles in the coming months.

The Circulation department is also planning to focus on different aspects of the library world in the coming months as well. February is Library Lovers Month, so we will be creating a display and hope to have bookmarks or some other takeaway for patrons. Looking ahead, other events include Freedom of Information Day in March, National Volunteer Month in April, and National Library

Week, also in April. These displays are intended to provide us with yet another way to actively engage with our patrons and make them aware of issues involving libraries.

7. OTHER NEWS

Facility: The HVAC controller update is near completion. The only missing link is the web access for Mark Goad. Five of the six security cameras were installed and the system seems to be working well.

Program surveys: As requested by the library board, programming librarians will be surveying attendees from time to time. Sample surveys will be available at the meeting.

WLA's Library Legislative Day is scheduled for February. Joan Gillman and I are registered.

Friends of the Library Board voted to pursue a fundraiser within the next year. Our new President is Karen Natoli. The recent survey resulted in possible new members with fundraising skills and enthusiasm.

Our 2014 staff in-service is scheduled for January 10th and includes a morning program focused on technology and makerspaces, followed by a tour of the new Madison Central facility. The Library will be closed all day.

8. AGENDA ITEMS

Appropriate Library Use Policy (update on the review)

President Kubiak and Jeremiah Tucker will report on their review.

2014 Dane County Library Service Contract (action item)

This is the annual request for Library Board approval to renew our service contract with Dane County Library System.

Building Feasibility Study (possible action item)

The Feasibility Study was one of the library board's priorities for 2014 Capital Improvement Projects, but was not approved by City Officials. Does the Board want to consider other funding options?

Request to hold a library sponsored program after hours in October of 2014

(possible action item)

The Beyond the Page grant proposal to host a banned book week event, "*Take it off the shelf!*" starring Forward Theater was approved. Library Board approval is needed to host the program after hours in the Archer Room on Friday, October 17, 2014.

Subcommittee formation

President Kubiak will appoint a short-term subcommittee to conduct the Director's annual review.